

## **MONTHLY CALENDAR OF FORMS/TASKS DUE.**

### **WEEKLY OR ON A VERY REGULAR BASIS**

- ARS Weekly Reports are due in the Area Office by noon Wednesdays
- Backup computer on a regular basis.
- Check supply request list for any supplies that need to be ordered. Monitor supply of copy paper, toner, fax paper, etc.
- Reconcile PCMS.

### **BI-WEEKLY**

- Submit Time and Attendance reports.

### **MONTHLY**

- Within ARIS, check for any ARS-416s, 550s, or 425s which will be terminating and need to be extended or will require reports. Request necessary reports from SYs.
- Monitor progress of manuscripts. Enter any Journal Acceptance Dates into ARIS that have not been entered. Update authors' lists of publications.
- Reconcile Status of Funds report.

### **JANUARY/FEBRUARY**

- EEO Report on Outreach & Civil Rights.
- Go through files, disposing of materials that may be discarded, and do a general "house-cleaning" of computer files and general files.

### **MARCH**

- Annual Research Management Plan Preparation (ARMPS)
- Spring clean-up on 425s ONLY.

### **APRIL**

- Type performance elements on Performance Appraisal (AD-435) for Cat. 3, 5, 7, 8 and 9 personnel. Distribute to supervisors with instructions for completion.
- Prepare new performance standards and Individual Development Plans (IDP, form ARS-48).
- Mid-year review time for positions in other appraisal cycle.
- Print Detail by Author report (Cat. 1, 2, 4 only) and provide to supervisors with employees' current standards to complete mid-year reviews on all Cat. 1, 2, 4 and 6 employees (fall cycle employees).

### **MAY**

- Contributed Travel Report to Budget - Complete the "Receipt of Funds from Non-Federal Sources" report for travelers who have accepted funds from outside sources and forward to the Area Office (this covers travel from October 1 through March 31).

- ARMPS Reviews
- Return completed Appraisal forms (AD-435) for Cat. 3, 5, 7, 8, and 9 employees, along with Award forms (AD-287), to the Area Office.
- Solicit SYs for equipment, travel and personnel needs for the Annual Resources Management Plan System (ARMPS). Provide information to RL for narrative section of the ARMPS.

## **JUNE**

- ARMPS Reviews
- Ensure that all Cat. 3, 5, 7, 8, and 9 employees have performance standards and IDPs in place for the coming year. Ensure all mid-term appraisals have been completed on Cat. 1, 2, 4, and 6 employees.
- Postdoc application process opens for data entry in ARIS.
- Late June: Run guideline dollars from ARIS using briefing packet for NEXT FY to complete ARMPS.
- Update BRCOM codes on projects in ARIS.

## **JULY**

- Mid July: Postdoc fund transfers to be included in next FY ARMPS are due (person has to be on-board before funds can be transferred).
- National Research Initiative -- Competitive Grants Program (NRI-CGP) funded -- prepare and add ARS-416/417 to existing 425 in ARIS.
- Schedule for ARIS entry of annual 421 progress reports announced.

## **AUGUST**

- Office of International Cooperative Development (OICD) Scientific Cooperation proposals are due; Binational Agricultural Research and Development (BARD) proposals announced: need 425 in ARIS.
- Mid-August: Prepare and enter into ARIS annual AD-421 progress reports.

## **SEPTEMBER**

- Prepare requisition AD-700 for Research Support Agreements (RSA). Update related documentation.
- Mid-term evaluations need to be completed on all Cat. 3, 5, 7, 8, and 9 employees-
- Prepare Blanket Travel Authorizations for next year.
- Prepare new files for travel vouchers and other fiscal year filing.
- Update investigator/SY time on projects in ARIS.

## **OCTOBER**

- Update Mission Statement in ARIS.
- Ensure that all Cat. 1, 2, 4, and 6 employees have performance standards and IDP in place for the coming year. Make sure all Cat. 3, 5, 7, 8, and 9 have had mid-term performance reviews completed.
- Complete 421s in ARIS for expired CRIS sibling projects (R, T, S, G, C).
- Complete the "Receipt of Funds from Non-Federal Sources" report for travelers who have accepted funds from outside sources and forward to the Area Office (this covers travel from April 1 through September 30).
- NRI-CGP grant proposals announced. .
- Fall clean-up of 425s ONLY.

## **NOVEMBER**

- Funded postdocs announced.

## **DECEMBER**

- December 1: Remind RL that documentation of accomplishments is due to Area/Center Director by mid-December.
- Early December: Pull detail by Author reports from ARIS for ARS-435 Appraisals. Send memo to SYs to submit documentation of their accomplishments to RL for performance appraisals.
- Give SYs a first draft of their ARIS Detail by Author report and ask for input for their accuracy.
- Mid-December: Submit documentation of Cat. 1, 2, 4, and 6 accomplishments, appraisal and award forms to Area Director (if at Center, submit through Center Director).
- Prepare new files for the coming year for T&As and any other "calendar year" files.

***HAPPY NEW YEAR!!***